

7-1-2004

Law Library Annual Report 2003-2004

Georgia State University Law Library

Follow this and additional works at: https://readingroom.law.gsu.edu/lib_reports



Part of the [Law Commons](#)

Institutional Repository Citation

Georgia State University Law Library, "Law Library Annual Report 2003-2004" (2004). *Law Library Annual Reports*. 19.
https://readingroom.law.gsu.edu/lib_reports/19

This Article is brought to you for free and open access by the Law Library at Reading Room. It has been accepted for inclusion in Law Library Annual Reports by an authorized administrator of Reading Room. For more information, please contact mbutler@gsu.edu.

GEORGIA STATE UNIVERSITY

College of

Law Library

ANNUAL REPORT

2003/2004

ADMINISTRATIVE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library as of July 2004. The Library staffing includes seven librarians, ten full-time staff members, two F.T.E. part-time staff members, and approximately four F.T.E. student assistants.

Librarians

Name

Position

Nancy Johnson

Law Librarian/Professor of Law

Ben Williams

Head of Public Services

Terrance Hudson

Electronic Services Librarian

Chen Cui

Cataloging Librarian

Nan Adams

Senior Reference Librarian

Tim Holloway

Acquisitions/Serials Librarian

Reference Librarian

Nancy P. Johnson

Law Librarian

Professor of Law

Name

Position

Franklyn

Library Technical Assistant Acq/Serials

Crystal Williams

Library Assistant

COLLEGE OF LAW LIBRARY ANNUAL REPORT 2003/2004

INTRODUCTION

During Summer 2004, the Law Library enjoyed a full staff of librarians, however, during the year two librarians took positions in other law libraries and we consequently hired two new librarians. Kristina Niedringhaus departed in August 2003 and Beth Adelman was promoted to Head of Public Services. Colleen Williams, Reference and Interlibrary Loan Librarian, joined the Law Library in February 2004. Karen Douglas took another position and Trina Holloway joined the Law Library in June 2004 as our Acquisitions/Serials Librarian. During the year, we experienced little staff turnover.

The students are grateful for the 7,500 sq. ft of new library space. Since we gained new shelf space, we shifted every book on the upper level. The combination of the new shelf space and cancelling many expensive titles have given us some growth space.

During the year, we installed and networked more than fifty wired study carrels in the new area of the library. The new study carrels provide networking access and electricity for students with laptop computers. With the new carrels, we have a total of 113 wired study carrels throughout the Law Library. Additionally we installed and networked wired study tables in two group study rooms. The university installed additional wireless computing access in the Law Library allowing students with laptops to access the network from various locations.

Please refer to the Annual Reports from the six library faculty members. In addition to their departmental reports, they included departmental goals for the year. Elizabeth Adelman (Head of Public Services), Nan Adams (Senior Reference Librarians), and Colleen Williams (Reference Librarian) collaborated on the Public Services Report. Terrance Manion (Electronic Services Librarian) wrote the Law Library Electronic Services Report, Qian Cui (Catalog Librarian) wrote the Cataloging Report and Trina Holloway (Acquisitions/Serials Librarian) describes the work of her department.

ADMINISTRATIVE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library as of July 2004. The library staffing includes seven librarians, ten full-time staff members, two F.T.E. part-time staff members, and approximately four F.T.E. student assistants.

Librarians

<u>Name</u>	<u>Position</u>
Nancy Johnson	Law Librarian/Professor of Law
Beth Adelman	Head of Public Services
Terrance Manion	Electronic Services Librarian
Qian Cui	Catalog Librarian
Nan Adams	Senior Reference Librarian
Trina Holloway	Acquisitions/Serials Librarian
Colleen Williams	Reference Librarian

Staff Members

<u>Name</u>	<u>Position</u>
Angelic Lyons	Library Technical Assistant Acq/Serials
Cecelia Womack	Library Associate I

Dee Walraven	Business Manager (.75 FTE)
Juanita Wheeler	Library Associate I (Stacks)
Keith Hill	Administrative Supervisor III (Circulation)
Marcus Payne	PC Systems Specialist Assistant (.5 FTE)
Kirubel Teklemedhin	Library Technical Assistant
Pamela Willis	Library Associate II (Cataloging)
Sherri Grady	Administrative Specialist (Accounting/Serials)
Stanley Oommen	Library Technical Assistant (Circulation)
Yolanda Travis	PC Systems Specialist Associate (Lab)
Willard (Bill) Irvin	Library Assistant II (Circulation) .5 FTE
Dermot Robinson	Library Technical Assistant (Circulation)

LIBRARY HOURS AND USERS

Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. The library is open 105 hours per week or 5,355 hours per year, with some variation in the schedule for university breaks. According to the door count statistics, October 2003 was the busiest month when 24,254 people used the library.

SERVICES

The Reference Librarians provide a total of seventy-two hours of reference desk service each week. With the help of our GRA's, we provide reference assistance during weekends. The librarians answered a total of 5,516 questions during the year, with September and October being the busiest months with more than 700 questions per month.

We assign each faculty member a library liaison. This librarian is in charge of their faculty's research requests. This program continues to be very successful.

Beginning summer 2004, the reference librarians mentored six Research GRAs who worked on faculty research during the summer session. This program was a pilot program, however, it is a success and hopefully will continue.

The librarians and staff continue to stress high quality customer service. Within the Law Library, we have a Staff Development program with monthly meetings and special events. Nan Adams chairs Staff Development Committee and coordinates staff development programs in the College of Law.

The librarians remain involved in teaching legal research to the first year law students. Additionally, the librarians offer tours and instruction to undergraduate and graduate classes.

The Public Services Annual Report covers the circulation department, government documents unit, interlibrary loan, reference department, and special programs.

TECHNOLOGY

Under Terrance Manion's supervision, technology services remain extremely busy. Terrance discusses the extensive work of student computing, web services, library automation, and research technology in his Electronic Services Report.

LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 2004:

Titles Added	1,102
Total Titles	63,909
Paper Volumes Added	5,981
Paper Volumes Withdrawn	9,301
Total Volumes and Volume Equivalents	305,760

ABA Law Library Statistics
Southeastern Academic Law Libraries
2003 Comparative Statistics of Thirty-Eight Law Libraries
(latest comparative statistics available)
AL, FL, GA, KY, LA, MS, NC, SC, TN, VA WV

	GSU Law Library	Rank	Median
Book titles held	60,596	19/38	59,814
Serial subscriptions	\$634,997	25/38	\$702,942
Online databases	\$55,670	29/38	\$88,969
Total expenditures for lib. operations other than salaries	\$832,433	26/38	\$1,039,203
Total \$ spent last FY per FTE JD student	\$3,003	22/38	\$3,344

As a selective depository for Government Printing Office (GPO) documents, we currently receive 5% of the materials available from GPO. Nan Adams is in charge of government documents and describes the services, personnel, and projects in her report.

BUDGET

Since FY 2000, the Law Library's Acquisitions Budget has remained at \$700,000, however, we have benefitted from one-time funding at the end of the fiscal years. However, budgeting it for the one-time funding is difficult and the library's budget cannot handle inflationary costs for book publishers. According to one study by Mark McCabe, an economist, law library materials rose 31% in cost over the last five years. In the same time, West/Thompson materials increased by 51%. It is obvious from the statistics that our budget is well below the median budgets for other southeastern law libraries.

TECHNICAL SERVICES

The Cataloging unit, under Qian Cui, has been very busy both adding books to the collection and withdrawing materials. During the year, we continue to add new volumes and titles. Additionally, due to a major cancellation project, we canceled 660 titles and withdrew over 9,000 items. The Acquisitions/Serials unit, under Trina Holloway, outlines the goals of the department.

SPACE and RENOVATION

The Law Library now has 32,486 feet of shelving capacity available for library materials. Although we now have adequate room to grow, our shelving capacity is below the median shelving capacity of 41,583 feet for southeastern law libraries. During the next year, we are shifting to more electronic services, which will result in withdrawing additional hard-copy materials. This shift will give us additional shelf space.

The library staff is planning for the first floor of the library to be recarpet this fiscal year. Unfortunately, it was not done last year due to a budget crunch. We purchased the carpet in 1981 and it was a ten-year carpet. Additionally, there are two color schemes in the Law Library between the new carpet on the upper level and the old carpet on the lower level.

Electronic Services

Terrance Morgan, Electronic Services Librarian

Cataloging

Qian Cui, Catalog Librarian

Acquisitions/Serials

Trina Holloway, Acquisitions/Serials Librarian

Annual Reports

Public Services Report

Beth Adelman, Head of Public Services
Nan Adams, Senior Reference Librarian
Colleen Williams, Reference Librarian

Electronic Services

Terrance Manion, Electronic Services Librarian

Cataloging

Qian Cui, Catalog Librarian

Acquisitions/Serials

Trina Holloway, Acquisitions/Serials Librarian

Keith Hill, the Circulation Manager, supervises a staff of seven employees. They are Jeffrey Boujioka, Willard Irvin, Shonda Bowman, Rosalita Penalta, Darinet Robinson, Khubel Toklamedhin, and Dany Wright. Victor Landrum resigned as Circulation Student Assistant in December 2003. Jeffrey Boujioka was hired to replace Victor in February 2003.

Statistics for Fiscal Year 2002/03

The number of patron entries and exits to the Law Library are counted. *Total* is the sum of entries and exits combined. Monthly *Averages* is the Total divided by two. This represents how many times patrons entered and exited the library during a given month.

Door Count Statistics

Monthly Statistics FY 2002-03

July 2002	Aug 2002	Sep 2002	Oct 2002	Nov 2002	Dec 2002	Jan 2003	Feb 2003	Mar 2003	Apr 2003	May 2003	June 2003	FY 2002-03
11,141	11,106	10,094	10,008	10,117	10,467	10,201	10,135	8,768	10,154	14,503		
10,732	10,597	9,783	9,735	9,898	10,200	9,900	9,767	8,404	9,677	13,991		

Public Services Annual Report 2003/2004
Elizabeth Adelman
Head of Public Services

The Law Library went through some personnel and structural changes this year. Elizabeth Adelman was promoted to Head of Public Services. The Circulation, Government Documents, Interlibrary Loan, Reference, and Stack Maintenance units were consolidated into the Public Services Department under Beth's supervision and leadership. The Public Services Department, comprised of the five interdependent units, strives to function as a more cohesive whole. Below are the reports for each individual unit.

Goals for 2004/2005

- Reorganize the circulation area to accommodate both the circulation and stack maintenance departments
- Review the policies of each unit; update and/or create policies as necessary
- Continue to organize continuing education presentations for the reference and public services staff as necessary

Circulation Department Report, by Keith Hill:

Circulation Department Staff:

Keith Hill, the Circulation Manager, supervises a staff of seven employees. They are Jeffrey Enujioke, Willard Irvin, Stanley Oommen, Euclides Peralta, Dermot Robinson, Kirubel Teklemedhin, and Betty Wright. Victor Landrum resigned as Circulation Student Assistant in December 2003. Jeffrey Enujioke was hired to replace Victor in February 2003.

Statistics for Fiscal Year 2003/04:

The number of patron entries and exits to the Law Library are counted. *Total* is the sum of entries and exits combined. Monthly Entrances is the Total divided by two. This represents how many times patrons entered and exited the library during a given month.

Door Count Statistics:

Monthly Statistics FY 2003/04													Annual
	July 2003	Aug 2003	Sept 2003	Oct 2003	Nov 2003	Dec 2003	Jan 2004	Feb 2004	Mar 2004	Apr 2004	May 2004	June 2004	FY 2003/2004
	12,284	25,194	29,686	48,508	24,117	20,407	29,291	39,135	28,108	44,154	14,588		
Monthly Entries	6,142	12,597	14,843	24,254	12,058.5	10,203.5	14,645.5	19,567.5	14,054	22,077	7,294		

<i>Circulation Statistics FY 2003/2004</i>	
Total number of items charged to patrons	13887
Number of study room keys loaned to students	5296

Goals for 2003/04 Reviewed

- Review Reserve Procedures, updating as necessary
- Continue reorganizing the Circulation Department so that reserve records are accurate
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with their projects
- Continue to update the Circulation Manual for changes in policies, procedures, etc.
- Review Universal Borrowing and Banner Training

Goals for 2004/05

- Continue to update the Circulation Manual for changes in policies, procedures, etc.
- Revise student assistant application
- Continue reorganizing the Circulation Department so that reserve records are accurate
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with their projects
- Update training manual for new employees
- Reorganization of Circulation area work space
- Become more efficient in the use of GIL EXPRESS

Government Documents Department Report, by Nancy Adams

Personnel:

Nancy Adams, Senior Reference Librarian/Government Documents Librarian, coordinates the Government Documents Collection. Cecelia Womack, LTA (Serials), checks-in the government documents using Voyager serials module and also shelves the heavily-used documents (such as FR, CFR, and CR). Nicole Henderson, student assistant, works with documents particularly filing microfiche. Nancy Adams work closely with Gayle Christian, Government Documents Librarian, at the University Library.

Government Documents Services:

Government documents are checked-in using the Voyager serials system with the exception of the microfiche congressional hearings (SuDoc Y 4), which are reflected in GIL. This year Nancy Adams continued to check in the House and Senate reports, documents, and prints on microfiche. Monographs are added to the collection at the discretion of the Library Director.

We provide free print-outs of our microforms collection. Patrons make their own copies using the microforms reader/scanner in the new Microforms Room on the upper level.

In order to stay current on issues and policies relating to government documents, Nancy Adams reads the postings on GOVDOC-L and DOCSGA-L and attends meetings of depository libraries at national, state and local levels. This year the Georgia Depository Librarians held a meeting in Macon in December.

Projects:

We continue to combine the congressional hearings from the University Library with our collection of hearings. There is a huge amount of duplication. Nancy Adams is sending the duplicate microfiche back to Gayle for proper disposal. The congressional hearings are cataloged in GIL with the Superintendent of Documents (SuDoc) numbers.

Statistics:

The Law Library selects 5 % of the available United States government documents. The Pullen Library selects 75 %. We received and processed 1,207 hardcopy document pieces, 4,390 microfiche pieces (2,011 fiche titles), six CD-ROM documents, and one DVD document during the year. Hardcopy and microfiche statistics have decreased and electronic documents have increased from last year. Please see the Government Documents Received chart below for monthly totals.

Our CD-ROM and DVD documents are sent to the University Library under an agreement with Gayle Christian to house the documents outside of the Law Library.

Goals for Government Documents Department

- Attend government document depository librarians meetings - both locally and elsewhere
- Integrate government documents from Pullen Library into our collection
- Continue shifting microforms collection where needed
- Continue developing finding guides for the collection
- Train public services staff to assist patrons in using the collection

Government Documents Received

MONTH	Hardcopy Pieces	Fiche Titles	Fiche Pieces	Electronic
July	96	0	0	1 (CD)
August	79	621	1364	1 (CD)
September	108	0	0	0
October	169	0	0	0
November	51	0	0	0
December	67	0	0	1 (CD)
January	157	0	0	0
February	100	0	0	1 (CD)
March	160	692	1334	1 (CD)
April	97	372	907	1 (DVD)
May	65	0	0	1 (CD)
June	58	326	785	0
TOTAL	1207	2011	4390	6 CDs 1 DVD

Interlibrary Loan Department Report, by Colleen Williams

Personnel:

Colleen Williams, who joined the law library on February 2, 2004, oversees Interlibrary Loan Services. She took over from Beth Adelman. A Graduate Research Assistant, Steven Hopkins, assisted Beth and Colleen with the day-to-day lending and borrowing demands until mid-May 2004. His successor, Lisa Dowling, started on June 29, 2004. Also assisting Colleen are circulation staff Stanley Oommen and Kirubel Teklemedhin, whose support services include packaging outgoing materials, photocopying, and various circulation functions such as checking ILL books in and out as necessary.

Statistics:

Overall Borrowing and Lending Statistics: This year (June 2003 through May 2004) we borrowed 190 items (108 books and 82 articles) for GSU faculty, students, and staff through OCLC. The fill rate for volumes borrowed from other institutions via OCLC was 78%.

In addition, we loaned 615 books to other institutions (June 2003 through May 2004): 534 through OCLC (397 books, 137 photocopies) with a fill rate of 51% and 81 books to law firms via walk-up service, hence there was a 55% total fill rate.

ILLiad

In fiscal year 2004, the Law Library began the process of switching from a web-based interlibrary loan system to a software-based system called ILLiad. The Law Library is getting this system for free as a satellite of the University Library. Under ILLiad, patrons can input interlibrary loan requests themselves,

instead of sending requests to ILL staff. Patrons can track the progression of their requests and can cancel requests at any step of the process. For ILL staff, ILLiad has a label-printing feature that makes tracking books much more efficient.

ILL Goals for 2004/2005:

- Improve Interlibrary Loan fill rate
- Train GRA to provide timely, efficient ILL services
- Implement ILLiad (borrowing and lending)
- Market ILLiad

Reference Department Report, by Nancy Adams:

The reference department includes Nancy Adams, Senior Reference Librarian/Government Documents Librarian, Elizabeth Adelman, Head of Public Services, Terrance Manion, Electronic Services Librarian, and Colleen Williams, Reference and Interlibrary Loan Librarian. Nancy Adams, Senior Reference Librarian, coordinates the reference schedule and supervises the Reference Graduate Research Assistants (GRAs).

In addition to librarians staffing the reference desk, Graduate Research Assistants cover weekends and one evening per week during the Fall, Spring, and Summer semesters. Our GRAs during Fall 2003 were Melissa Rife, Judy Fuller, Craig Wilson, Hoang Vo and Eun Yung Park. Spring 2004 GRAs were Logan Butler, Craig, Judy, Hoang and Eun. During the summer semester (2004) Karen Hamilton, Vincent Jacques, and DeLaycee Rowland work Friday (9:00-5:00) and the weekend shifts. Karen Douglas, the former Head of Technical Services, also worked at the desk in 2003. Erin O'Mara, a law student, worked in July 2003 and continued as an hourly employee in the Fall.

Reference Services

The Reference Department provides reference assistance during the following hours, **totaling 72 hours per week:**

Monday - Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 5:00 pm
Saturday - Sunday	10:00 am - 6:00 pm

During semester breaks, the reference desk hours are Monday - Friday from 9:00 am to 5:00 pm for a **total of 40 hours per week.** (We do not provide weekend reference services during semester breaks.)

Faculty Liaison Program - All full-time faculty are assigned a reference librarian as a primary contact for all library requests. The RWA Instructors are served by the reference librarian on duty at the time of the request.

Orientation Tours for classes - The reference librarians conduct tours of the law library for GSU classes upon request of the professor. Usually these tours include an introduction to legal bibliography. We collect our outlines for these classes on the I: drive (I:\Departments\Ref\Class Tours). Some of the tours/lectures offered this year were Georgia Non-legal Research for Prof. Kinkopf's Legislation Clinic class, International Human Rights Law for Prof. Saito, Social Work and the Law (GSU), and Social Work & the Law (Clark Atlanta University).

Statistics:

Reference answered a **total of 5516 questions** from July 2003 to June 24, 2004. September was the busiest month with a total of 718 questions. See the Reference Desk Activity - Monthly Statistics chart below.

During Spring 2003 Tony Ventry (GRA) created a MS Access database for compiling the reference statistics. The MS Access report for 2003-2004 appears below. Our "In Person" requests equal 86% and "research" requests account for 73% of total reference desk activity. The report also shows that 37% of questions are fielded during the 9:00am-1:00pm shift and 45% of questions occur during the 1:00-5:00pm shift. Eighteen percent of questions are during the evening shift (5:00-9:00pm). It is interesting that these percentage statistics have not changed from last year (2002-2003).

Reference Desk Statistics (Fiscal Year 2003/2004)		
Type of Reference Question/Time Period	Total for the Period	Percent of All Activity
In Person	4761	86.31%
Phone	755	13.69%
Total Number of Reference Questions	5516	
Directional	1471	26.67%
Research	4045	73.33%
Total	5516	
9:00 to 11:00	896	16.24%
11:00 to 1:00	1158	20.99%
1:00 to 3:00	1198	21.72%
3:00 to 5:00	1244	22.55%
5:00 to 9:30	1020	18.49%

<i>Reference Statistics (Monthly)</i>		
Month	All Questions	Research Questions
July	246	177
August	532	369
September	718	557
October	713	576
November	505	387
December	175	132
January	365	256
February	498	334
March	352	249
April	502	350
May	435	339
June	475	319

Programs:

- Jumpstart:** In March, the Reference Department coordinated a program for law students who would be working in law firms over the summer. The program, called JumpStart, is an annual event co-sponsored with the Student Bar Association. This year we invited four law firm librarians for the one hour program: Kathy Crosslin (Kilpatrick Stockton), Nola Vanhoy (Kutak Rock), Dionne Lynne-Rowan (Schreeder, Wheeler & Flint) and Tricia Bond (Alston & Bird). Dionne was not able to attend, so we had 3 panelists. There were 26 students in attendance (includes 4 clerks from Kutak), and seven law librarians. We collected eight evaluations from the students, which equals a 31% response rate. All of the responses were positive and several included comments for future programs. See JumpStart - Summary below. We distributed three handouts to the students: Top 10 List of Research Strategies, In Their Own Words: What Atlanta-area Law Firm Librarians Wish Summer/New Associates Knew About Legal Research in Firms and Observations from the Real World. Chris Heaton videotaped the program and put the handouts and the video on the web.
- GRA Pilot Program:** With the support of the Law Librarian and Dean Kaminshine, the reference librarians mentored 6 Research GRAs who worked on faculty research during the summer session. To date the program appears to be a success and the reference librarians are hopeful that it will become a permanent program in the College of Law.
- Continuing Education Program:** In February, the Reference Librarians began a continuing

education program that emphasizes sharing one another's strengths with the group. Reference librarians take turns presenting an area of their expertise. The presentations are led by one member of the reference group every month. The topics presented this year: *Interlibrary Loan Services at GSU Law Library*; *How To Deal With Difficult Patrons*; *Congressional Materials*; *Old Tyme Reference Sources*.

Reference Goals for 2003-2004:

- Update Faculty Publications List
- Update the InfoSeries library guides
- Train GRAs
- Provide Orientation tours for non-law classes

JumpStart (3/31/2004) — SUMMARY

On a scale of 1- 5 (5 is best):

Was the overall program useful to you?

Excellent!

1 2 (1) 3 4 (4) 5 (2)

Were the handouts useful?

Excellent!

1 2 (1) 3 4 (3) 5 (4)

List of Panelists:

"The 3 speakers were all very informative."

"Helpful and insightful across the board."

Tricia Bond (Alston & Bird) _____√_____ great _____

Kathy Crosslin (Kilpatrick Stockton) _____√_____ great _____

~~Dionne Lyne-Rowan (Schreeder, Wheeler)~~ _____

Nola Vanhoy (Kutak Rock) _____√_____ great _____

Suggestions for future JumpStart programs and/or general comments on the program:

"It was very helpful. Thank you."

"Description of program didn't match delivery - practical info would be more helpful"

"This program was a perfect intro!"

"There were some terms with which I was unfamiliar, but I was too embarrassed to say so"

Are there other topics you would like to see discussed? If yes, please list:

"No"

"It would be helpful to have more examples of projects or expectations of summer associates."

"What is a way to review research skills? Perhaps a listing of topics covered so long ago in Legal Bib."

Stack Maintenance Department, by Juanita Wheeler

Personnel:

Juanita Wheeler, Stack Maintenance Supervisor, has three student assistants working in her department. They are Nicole Henderson (20 hours), Laure Aka (15 hours), and Serena Jones (15 hours).

Projects Completed:

- ABA Newsletter Project
- Continued supporting the weeding and retention project
- Shifted the upper level library collection to accommodate the new law library floor plan
- Supplied new row markers for the entire library
- Trained staff to jump-start the moveable shelving when broken
- Provided call number training to staff and assigned rows to law library staff for annual shelf-reading project
- Weeding and shifting of the faculty library

Statistics:

The Stack Maintenance staff performed 70 shelf check requests this year.

Stack Maintenance Goals for 2004/2005:

- Implement a Library Zone plan to improve the quality of stack maintenance
- Shift P-Z section and States Section (i.e., switch places)
- Weed European Community Section

**Georgia State University
College of Law****Law Library Electronic Services**

Student Computing – Web Services – Library Automation – Research & Reference Technology

**Annual Report ::: 2003-2004**

Terrance Manion, Electronic Services Librarian
Monday, June 28, 2004

Law Library Electronic Services is responsible for the development and support of computer technologies and electronic services employed in the Law Library including student computing, web services, library automation, and research & reference technology. The following annual report details events, projects and accomplishments that occurred since the 2002-2003 annual report.

Electronic Services Staff

The Law Library Electronic Services Staff consists of:

1. Terrance Manion, Electronic Services Librarian
2. Yolanda Travis, PC System Specialist- Intermediate
3. Marcus Payne, PC System Specialist- Assistant (.5 FTE) –evenings
 - Hired Marcus Payne in October 2003 to fill position left by Marvin Douglas.
4. Student Computer Lab Graduate Research Assistant – weekends

Student Computing

1. Installed and networked more than fifty wired study carrels in the University Center wing of the Law Library. The new study carrels provide networking access and electricity for students with laptop computers or other computing devices. This concluded the third and final phase of the Law Library wired carrel project, ultimately providing 113 wired study carrels throughout the Law Library.
2. Installed and networked wired study tables in two group study rooms (LL 130G, LL 122). Each new study table provides networking access and electricity for eight or more students with laptop computers or other computing devices.
3. Additional funding was secured through the Student Technology Fee FY2005 to outfit four to five additional group study rooms with wired study tables. Installation is scheduled to take place early in the fall 2004 semester. The Law Library Sought funding to outfit all nine remaining study rooms with wired technologies but received 50% funding.
4. Installed additional wireless computing access in the Law Library allowing students with laptops to access the network from various locations in the Law Library. IS&T manages and supports the wireless network at GSU. Students who experience problems with their wireless connection are directed to the University Help Center.
5. Installed an additional HP LaserJet 8150 printer and PantherPrint release station to support student laptop computing. The new printer and release station are located in the new copy

and printing room (LL 182). The new copy and printing room also supports a Westlaw dedicated printer, a LexisNexis dedicated printer and three self-serve copiers.

6. Along with the efforts of College of Law Technology Services, further developed and taught classes 1) Laptop 101: Accessing Technology at the College of Law and 2) Technology 101: Introduction to Technology at the College of Law. Both classes were taught during 1L orientation and repeated every month thereafter for the remainder of the academic year.

Web Services

1. The Law Library proxy server went into production in April 2004. The Library's proxy server acts as a gateway to other servers on the Internet, allowing a remote computer to be identified as being in the *.gsu.edu domain regardless of its actual physical location and network connection. The proxy server allows those affiliated with the College of Law to access restricted library resources including electronic journals and databases from virtually any off-campus computer. The proxy server is located at <http://lawproxy.gsu.edu>.
2. Updated and published the Online Faculty Manual. This publication is located at: <http://law.gsu.edu/lawlibrary/facultymanual/>
3. Expanded Advanced Legal Research Bibliography archive. The website hosts the online bibliographies created by students as part of their Advanced Legal Research requirements. The Archive can be found at: <http://law.gsu.edu/lawlibrary/alr/>
4. Maintained Professor Lanier's Georgia Legal History Online Reading List. The website provides access to all course materials online via the Law Library E-Reserve system, public websites or the Westlaw research service. The website can be found at: <http://law.gsu.edu/elanier/galegalhist/>.
5. Developed and maintained Professor Crawford's Urban Environmental Law Seminar Online Reading List. The website provides access to all course materials online via the Law Library E-Reserve system, public websites or the Westlaw research service. The website can be found at: http://law.gsu.edu/ccrawford/urban_erviron_law/.

Library Automation

1. Upgraded Endeavor Voyager Library Automation system, September 2003.
2. Upgraded Endeavor Voyager Library Automation system, October 2003.
3. Upgraded Endeavor Voyager Library Automation system, February 2004.
4. Upgraded Endeavor Voyager Library Automation system, May 2004.
5. Migrated Technical Services from the client-based OCLC Passport to the web-based OCLC Connexion. OCLC Connexion is a cataloging service.
6. New Cannon copier/printer and a fax machines were installed in the Law Library Technical Services area. Electronic Services provided training on the scanning utility.

Research & Reference Technology

1. No electronic research services or online databases were cancelled, while the following have been added to the Law Library's collection of electronic resources:

- Bureau of National Affairs Inc (BNA) "All" Law School Package¹,
 - United Nations Treaty Collection and
 - Law Library Microform Consortium (LLMC) -Digital.
2. Hosted a variety of research and reference events for Law Faculty
 - Promoted Law Library current awareness and alerting services to Law Faculty by hosting brown bag instructional and informational events.
 - Hosted Westlaw and LexisNexis Faculty "what's new" events during the beginning of the 2003-2004 academic year.
 3. Replaced Faculty and Law Review Westlaw dedicated printers.

¹ The Law Library subscription to the BNA Law School Package advertised as "BNA ALL." includes the following BNA publications:

ABA/BNA Lawyer's Manual on Professional Conduct – Full Service, Americans with Disabilities Act Manual, Antitrust & Trade Regulation Daily, Antitrust and Trade Regulation Report, Banking Daily, Banking Report, Bankruptcy Law Daily, Bankruptcy Law Reporter, Benefits Practice Center – Full Service, BioTech Watch, Broker/Dealer Compliance Report, Chemical Regulation Daily, Chemical Regulation Reporter – Current Reports, Class Action Litigation Report, Collective Bargaining Negotiations & Contracts, Computer Technology Law Report, Construction Labor Report, Corporate Accountability & Fraud Daily, Corporate Accountability Report, Corporate Counsel Weekly, Corporate Governance Report, Corporate Law Daily, Corporate Practice Library, Criminal Law Reporter, Daily Environment Report, Daily Labor Report, Daily Report for Executives, Daily Tax Report, E-Commerce Law Daily, E-Commerce Tax Report, Electronic Commerce & Law Report, Employment Discrimination Report, Employment Discrimination Verdicts & Settlements, Environment & Safety Library (F1 & Env Dec), Environment Reporter – Current Reports, Environmental Due Diligence Report, Expert Evidence Report, Family Law Reporter – Current Reports, Federal Contracts Daily, Federal Contracts Report, Federal Environment & Safety Regulatory Monitoring Report, Government Employee Regulations Report, HazMat Transportation News, Health Care Daily Report, Health Care Fraud Report, Health Care Policy Report, Health Law & Business Library, Health Law Reporter, Health Plan & Provider Report, Homeland Security Briefing, Human Resources Report, International Business & Finance Daily, International Environment Daily, International Environment Reporter – Current Reports, International Tax Monitor, International Trade Daily, International Trade Reporter – Current Reports, Labor Relations Reporter/Labor & Employment Law Library, Labor Relations Week, Medical Research Law & Policy Report, Medicare Report, Money & Politics Report, Occupational Safety & Health Daily, Occupational Safety & Health Reporter – Current Reports, Patent, Trademark & Copyright Journal, Patent, Trademark & Copyright Law Daily, Pension & Benefits Daily, Pension and Benefits Reporter – Current Reports, Pharmaceutical Law & Industry Report, Privacy & Security Law Report, Privacy Law Watch, Product Liability Daily, Product Safety & Liability Reporter – Current Reports, Right-To-Know Planning Guide Newsletter, Securities Law Daily, Securities Regulation and Law Report, State Environment & Safety Regulatory Monitoring Report, State Environment Daily, State Health Care Regulatory Developments, Tax Management Federal Portfolio Collection (US, EGT, F, CP, RE, WR, Memo, EGT/J, I/J, CP/J, RE/J), Tax Management State Tax Portfolio Collection, Tax Management Transfer Pricing Report, Tax Management Weekly Report, Tax Management Weekly State Tax Report, TaxCore, Tax Planning International Review & Forum, Tax Planning International Asia-Pacific Focus, Tax Planning International Indirect Taxes, Tax Planning International European Union Focus, Tax Planning International Mergers & Acquisitions, Tax Planning International Transfer Pricing, Telecommunications Monitor, Toxics Law Daily, Toxics Law Reporter, Transportation Watch, U.S. Patents Quarterly/Intellectual Property Library, United States Law Week, Workplace Law Report, World Corporate Finance Review, World Intellectual Property Report, WTO Reporter

Departmental Goals for 2004-2005

1. Implement a web-based E-Journal Locator to provide access and coverage information for the growing collection of online databases and electronic subscriptions in the Law Library collection.
2. Integrate the Law Library proxy server's remote access services with Law Library website resources including the E-Journal Locator, Database List, Law Library Catalog, and email alerts and current awareness services.
3. Install and networked additional wired study tables in group study rooms providing networking access and electricity for students with laptop computers or other computing devices.
4. Migrate the Law Library electronic reserve collection to the University supported ERES system.
5. Create a database and website to better manage College of Law students' online bibliographies created for Prof. Johnson's Advanced Legal Research class.

981 added volumes. Titles and volumes withdrawals were 9,952.

Books	7,658
Audiovisuals	33
Microforms	2
Electronic journals	116
Total	7,809

Completed Projects

1. Improved significantly access to electronic journals, adding internet links to 508 main periodical records and 67 new electronic titles to our periodicals collection.
2. Completed 1,556 periodical holdings inventory project and OCLC/GOLD union list preparation. Created 1,477 local data records (LDRs) and updated 79 LDRs on OCLC/GOLD union list.
3. Completed large cancellation projects with 666 withdrawn titles and 9,302 withdrawn items.
4. Added retention period note to 57 periodical titles.
5. Installed Connexion Client 1.10 on each PC. All staff Completed Connexion Client workshop. The process of replacing OCLC Passport with Connexion Client is progressive.
6. Continued catalog database cleanup, including 100 titles re-cataloging / re-classification, deletion of 57 illegible disk holdings, and 7 monographs to serials conversion, and 32 serials holdings information updates.

2003-2004 Cataloging Annual Report

Qian Cui, Catalog Librarian

July 1, 2004

In fiscal year of 2003-2004, the Cataloging unit remains the same personnel as 2002-2003: Qian Cui, Catalog Librarian, is in charge of cataloging activities and related projects. Assisting her is Pamela Willis, Library Associate II.

Cataloging statistics

In 2003-2004, the Cataloging unit completed the cataloging of 7,809 items, including 1,828 new titles and 5,981 added volumes. Titles and volumes withdrawals were 9,962.

Books	7,658
Audiovisuals	33
Microforms	2
Electronic journals	116
Total	7,809

Completed Projects

1. Improved significantly access to electronic journals, adding internet links to 508 Hein periodical records and 67 new electronic titles to our periodicals collection.
2. Completed 1,556 periodical holdings inventory project and OCLC/GOLD union list preparation. Created 1,477 local data records (LDRs) and updated 79 LDRs on OCLC/GOLD union list.
3. Completed large cancellation projects with 660 withdrawn titles and 9,302 withdrawn items.
4. Added retention period note to 57 periodical titles.
5. Installed Connexion Client 1.10 on each PC. All staff Completed Connexion Client workshop. The process of replacing OCLC Passport with Connexion Client is progressive.
6. Continued catalog database cleanup, including 100 titles re-cataloging / re-classification, deletion of 55 floppy disk holdings, and 7 monographs to serials conversion, and 22 serials holdings information updates.

Workshops and trainings

Qian:

Basic serials Cataloging, Solinet, March 20, 2003

GIL Update Meeting, Macon, May 21, 2003

Advanced cataloging workshop, Seattle, July 11-12, 2003

Advanced Groupwise, Sept. 30, 2003

Union List Basics, Macon, Oct. 7, 2003

Union List Advanced Workshop, December 1-31, 2003

AACR2 series workshop, Solinet, March 10-12, 2004

Access 101, March 27, 2004

OCLC Connexion Client, Solinet, May 19, 2004

Voyager Enhancement session, May 26, 2004

AALL annual conference at Seattle, July 13-16, 2003

GOLD user groups conference at Athens, August 1, 2003

SEAALL conference at Richmond, March 25-27, 2004

Voyager user group annual meeting, Chicago, Apr.24-26, 2004

Pam:

Internal customer care, September 11, 2003

Stress management and relaxation methods, March 10, 2004

OCLC Connexion client, May 19, 2004

Goals for 2004/2005

Start microfiche holdings updating project with help of Senior Reference Librarian.

Investigate options on managing electronic resources including online databases and E-journals list.

Write two departmental manuals: the Cataloging Procedure Manual and Cataloging Manual.

Start conversion of JX subclass to JZ (International Relations) and KZ (International Law).

Continue catalog database clean-up project focusing on brief and suppressed records.

2003-2004 Acquisitions/Serials Department Annual Report

Trina Holloway, Acquisitions/Serials Librarian

July 2004

Personnel

Trina Holloway was hired as Acquisitions/Serials Librarian in June 2004. Trina's main responsible is to oversee operations of all acquisitions and serials control activities and bindery. Assisting her are acquisitions/serials staff members Sherri Grady, Administrative Specialist; Angelic Lyons, Library Technical Assistant; Cecelia Womack, Library Associate I.

Statistics

Approximately \$629,000.00 was spent on new and continuing library materials in fiscal year 2003/2004 (July 1, 2003 – June 30, 2004).

Accomplishments

Made the conversion from OCLC Passport to OCLC Connexion Client.

Technical Services staff attended workshop for OCLC Connexion Client training.

Cancellation procedures were implemented. This improved the workflow of titles being cancelled.

Workshops and Training

Trina:

Voyager Fiscal Period Close and Rollover Seminar (WebEx Seminar): 06/07/04

Time Management Workshop: 06/23/04

GOBI Training: 06/23/04

Managerial Mediation Workshop: 06/24/04

Cecelia:

Internal Customer Care Workshop: 9/11/03

Dreamweaver 101: 9/24/03

Stress Management Workshop: 3/10/04

Workshop entitled : "Meeting Robbers": 04/2004

OCLC Connexion Client: 5/19/04

Joined Georgia Library Association 2004

Sherri:

Voyager Fiscal Period Close and Rollover Seminar (WebEx Seminar): 06/07/04

Microsoft Excel

Microsoft Access

GroupWise

OCLC Connexion Client: 5/19/04

Spectrum System – Version 7.5 Training:

Journal Entry, Purchase Requisitions, Reports

Conflict Resolution Workshop

Effective Communication Workshop

Goals for 2004/2005

Review and update each staff member procedure manual.

Investigation of the pull slips creation capability of the Voyager binding module.

Begin systematic claiming of periodicals using Voyager.

Continue cancellation and retention project.

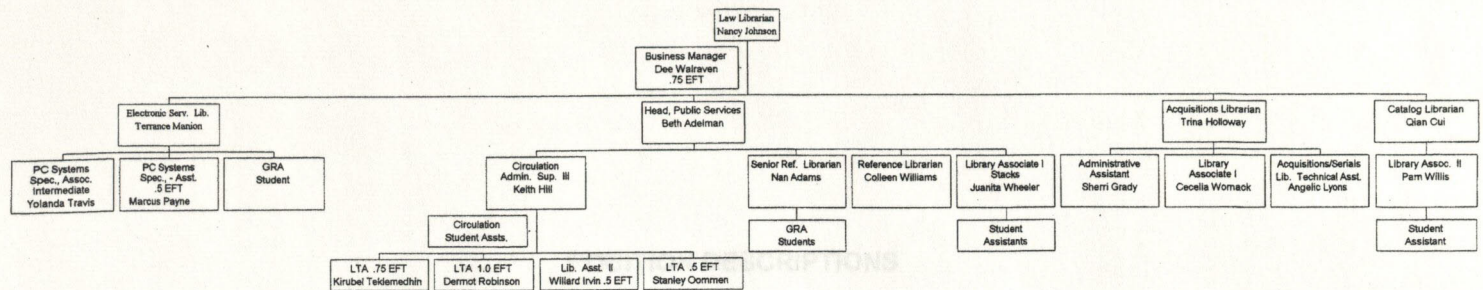
Law Library Organization Chart
July, 2004

ORGANIZATION CHART

2004

Law Library Organization Chart

July, 2004



Administration

POSITION DESCRIPTIONS

2004

POSITION DESCRIPTION

Administration

TITLE: Law Librarian

DEPARTMENT: Law Library

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of six professional librarians and one Administrative Specialist. Oversees support staff, and student assistants

DUTIES:

- Administers all Law Library operations
- Plans for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies
- Teaches Legal Bibliography course and Advanced Legal Research
- Works with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure

Revised 05/30/00

POSITION DESCRIPTION

POSITION DESCRIPTION

TITLE: Law Librarian

DEPARTMENT: Law Library

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of six professional librarians and one Administrative Specialist. Oversees support staff, and student assistants

DUTIES:

- Administers all Law Library operations
- Plans for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies
- Teaches Legal Bibliography course and Advanced Legal Research
- Works with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure

Revised 05/30/00

POSITION DESCRIPTION

TITLE: Business Manager
(3/4 time)

PURPOSE AND

SCOPE OF POSITION: To administer library budget, coordinate all personnel actions, maintain all personnel files (faculty, staff and student assistants) and keep current personnel and University forms, monitor supplies, provide clerical support to Librarians and Head Librarian and act as administrative liaison with University departments and outside vendors

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES: Monitors monthly budget status reports, prepares other budget status reports, maintains current fiscal year budget files and prepares budget amendments. Responsible for all Law Library Spectrum input and processes, departmental reports and initiating workflow approval. Also monitors departmental expenditures and use of departmental purchase card and maintains purchase log. Makes deposits for lost books and other departmental reimbursements..

Coordinates all personnel actions, prepares all personnel forms, including faculty, staff and student assistant hiring and termination, and keeps informed of personnel and payroll policies and procedures; maintains and updates staff and librarian personnel files, prepares staff and student assistant timesheets, and maintains current fiscal year files on student assistant and staff timesheets.

Requests repairs, maintenance and improvements from Physical Plant, Telecommunications, and other departments as necessary; prepares payment request vouchers for vendor invoices, obtains quotes and prepares orders with outside vendors.

Acts as project manager/liaison for special projects, including renovations, improvements and/or additions to Law Library physical space.

Orders and maintains all office supplies, handles petty

cash requests and reimbursements, and prepares purchase requisitions for maintenance contracts, equipment purchases, and non-inventory items.

Prepares and submits (through Spectrum) all travel requests, expense statements, and registration forms for Law Library faculty and staff, Also submits consultant and expense forms associated with faculty recruitment.

Prepares faculty advertisement, recruitment and hiring forms, and submits reimbursement requests for faculty and/or consultant expenses. Responsible for certain faculty and/or staff information that must remain confidential.

Maintains library statistics spreadsheets for all departments, and student assistant payroll budget statistics.

Maintains and updates database of names of library patrons for donations to Law Library Fund and fund raising campaigns. Coordinates mail-out projects and receipt of donations.

Provides typing and clerical support for Head Librarian. Occasionally provides typing and clerical support for other librarians and library staff.

Provides, updates and/or obtains departmental signage, internal forms and key/card access for faculty and staff.

Makes arrangements for Law Library meetings and functions, and arranges parking for visitors/guests.

Does photocopying and binding as needed.

Performs other duties as assigned.

QUALIFICATIONS: **Excellent organizational and interpersonal skills; two years office experience; familiarity with word processing and spreadsheet systems; ability to work closely with all members of the Law Library staff and all other University departments - administrative and academic. Two years college; budget experience preferred.**

TITLE: Head of Public Services

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: Coordinates the daily activities of the Public Services Department

RESPONSIBLE TO: Law Librarian

SUPERVISES: Senior Reference Librarian, Reference Librarian, Library Associate I (Stacks Maintenance Supervisor), Administrative Supervisor III (Circulation Manager), and Circulation Department

DUTIES: Participates in Reference duty rotation during day and evening hours

Participates in faculty liaison program by providing research and other services to professors and their research assistants

Hires, trains, supervises, evaluates and terminates (if necessary) the Administrative Supervisor III, and participates in hiring and evaluating the regular and student circulation staff and work study employees

Performs the duties of the Administrative Supervisor III (Circulation) during contingencies or emergencies

Develops and assists the Law Librarian with planning goals, objectives, and policies for the Public Services Department

Supervises two reference librarians

Shares responsibility for teaching the Legal Bibliography course

Provides Lexis and Westlaw training

Serves as supervisor for Library School interns

Writes instructional guides and web guides for use by Law Library patrons

Leads Library tours and conducts Library orientation sessions

Performs other duties as assigned

QUALIFICATIONS: ABA-accredited J.D. degree

ALA-accredited M.L.S. degree

Minimum of three years law library experience

Effective communication and management skills

Supervisory experience

Manual and automated legal research proficiency

Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion

Revised: 07/22/04

POSITION DESCRIPTION

TITLE: Senior Reference Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: Coordinates reference service, provides reference assistance using print and online resources and maintains the government documents, microforms, and Georgia collection

RESPONSIBLE TO: Head of Public Services

SUPERVISES: Graduate Research Assistants (reference) and Student Assistant (government documents)

DUTIES:

- Coordinates all aspects of reference service; schedules reference desk coverage; and maintains reference desk area and materials, including the Ready Reference collection. Assists the Head of Public Services with the development of reference department policies. Coordinates, with circulation staff, the management of the print reserves collection.
- Hires, instructs and supervises the reference Graduate Research Assistants;
- Coordinates the Library's faculty liaison program. Provides specialized online searching and other advanced reference services for law faculty and their research assistants.
- Manages the government documents collection, including selecting materials, overseeing processing of materials and assisting in the use of materials.
- Monitors government documents check-in and trains and assists the Library Technical Assistant assigned to this task.
- Manages the microforms collection.



Provides reference assistance to law students, faculty, attorneys and other library patrons.

POSITION DESCRIPTION

Writes instructional guides for use by law library patrons.

Provides Westlaw and Lexis training.

Leads library tours and conducts library orientation sessions.

TITLE:

DEPARTMENT:

Performs other duties as assigned.

RESPONSIBLE TO:

Head of Public Services

QUALIFICATIONS: ALA-accredited M.L.S. degree. Minimum of three years law library experience. Supervisory experience preferred. Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

DUTIES:

Provides reference assistance to law students, faculty, attorneys and other library patrons. Lectures on legal research to various classes and shares responsibility for teaching the Legal Bibliography course to first-year law students.

Revised: 7/22/04

Coordinates interlibrary loan services for the College of Law.

Coordinates outreach services to Law Review, Moot Court, and other student organizations.

Provides outreach services to Law Review.

Leads subject-oriented research classes for other university and Atlanta-area students.

Provides research and liaison services for professors and provides training for faculty and their research assistants.

Writes instructional guides for use by law library patrons and develops outreach projects.

Provides Westlaw and Lexis training.

Leads library tours and conducts library orientation sessions.

Performs other duties as assigned.

QUALIFICATIONS

ALA-accredited M.L.S. degree.



POSITION DESCRIPTION

TITLE: Reference Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Head of Public Services

DUTIES: Provides reference service to students, local attorneys and other library patrons during day and assigned evening hours.

Lectures on legal research to various classes and shares responsibility for teaching the Legal Bibliography course to first-year law students.

Coordinates Interlibrary Loan services for the College of Law.

Coordinates outreach services to Law Review, Moot Court, and other student organizations.

Provides outreach services to Law Review.

Leads subject-oriented research classes for other university and Atlanta-area students.

Provides research and liaison services for professors and provides training for faculty and their research assistants.

Writes instructional guides for use by law library patrons and develops outreach projects.

Provides Westlaw and Lexis training.

Leads library tours and conducts library orientation sessions.

Performs other duties as assigned.

QUALIFICATIONS: ALA-accredited M.L.S. degree.

ABA-accredited J.D. degree preferred.

Relevant library experience.

Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

TITLE:

Revised: 7/20/04

PURPOSE AND SCOPE OF POSITION:

Supervises and trains workers responsible for shelving, looseleaf filing, and other collection maintenance tasks.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: Student assistants and work study employees (shelvers and looseleaf filers)

DUTIES:

- Plans, develops and implements policy and procedures for collection maintenance functions.
- Regularly updates procedure manuals and statistics to ensure that they are always current.
- Hires, supervises, evaluates and terminates student assistants and work study employees.
- Provides training in shelving, filing and Library of Congress classification system for stacks maintenance staff.
- Ensures that stacks maintenance staff shelf, file and update all library material promptly and accurately. This includes, but is not limited to, replacing outdated pocket parts, replacement volumes and looseleaf pages.
- Ensures the appropriate and timely handling of superseded materials in the library, faculty offices and the Faculty Library.
- Performs shelving, filing and updating as needed, especially in the absence of student assistants.
- Plans and monitors semi-annual shelf reading by entire library staff, making sure that all assigned areas are read and that all staff know the correct procedures for shelf reading.
- Quality control spot checking should be done in all assigned ranges.
- Manages and participates in other collection maintenance activities such as collection shifts, book repair, maintaining the new books shelves and Faculty Library.
- Performs book searches for missing materials.
- Serves as contact person for repair of broken compact and regular shelving.
- Orders missing looseleaf pages.
- Proctors final examinations for law faculty.
- Other duties as assigned.

QUALIFICATIONS: Bachelor's degree preferred. Must substitute high school graduation and at least 4 years of progressively responsible library experience which must include:

POSITION DESCRIPTION (rev. 4/04)

TITLE: Library Associate I (Stacks Maintenance Supervisor)

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION:

Supervises and trains workers responsible for shelving, looseleaf filing, and other collection maintenance tasks.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: Student assistants and work study employees (shelvers and looseleaf filers)

DUTIES:

- Plans, develops and implements policy and procedures for collection maintenance functions.
- Regularly updates procedure manuals and statistics to ensure that they are always current.
- Hires, supervises, evaluates and terminates student assistants and work study employees.
- Provides training in shelving, filing and Library of Congress classification system for stacks maintenance staff.
- Ensures that stacks maintenance staff shelve, file and update all library material promptly and accurately. This includes, but is not limited to, replacing outdated pocket parts, replacement volumes and looseleaf pages.
- Ensures the appropriate and timely handling of superseded materials in the library, faculty offices and the Faculty Library.
- Performs shelving, filing and updating as needed, especially in the absence of student assistants.
- Plans and monitors semi-annual shelf reading by entire library staff, making sure that all assigned areas are read and that all staff know the correct procedures for shelf reading.
- Quality control spot checking should be done in all assigned ranges.
- Manages and participates in other collection maintenance activities such as collection shifts, book repair, maintaining the new books shelves and Faculty Library.
- Performs book searches for missing materials.
- Serves as contact person for repair of broken compact and regular shelving.
- Orders missing looseleaf pages.
- Proctors final examinations for law faculty.
- Other duties as assigned.

QUALIFICATIONS: Bachelor's degree preferred. May substitute high school graduation and at least 2 years of progressively responsible library experience, which includes supervisory experience. Ability to

POSITION DESCRIPTION

TITLE:

DEPARTMENT:

PURPOSE AND SCOPE:

exercise considerable independent judgment in performance of duties. Solid knowledge of Library of Congress and Superintendent of Documents classification systems. Basic knowledge of cataloging rules. Skill, or ability to learn, computer applications associated with collection maintenance procedures. Ability to track and calculate statistical information. Skill in staff supervision. Effective written and oral communication skills

RESPONSIBLE TO:

Head of Public Services

SUPERVISES:

One full-time and 3 part-time library technical assistants, numerous regular and work study student employees (working a combined 70 student hours per week).

DUTIES:

Hires, trains, supervises, evaluates and terminates (if necessary) library technical assistant staff and regular and work study student assistants working in the Circulation Department, with input and guidance from Head of Public Services and Law Librarian.

Schedules desk coverage of the Circulation Desk for 102 hours weekly. Provides back-up coverage for Circulation Desk, when Circulation staff or students are unavailable.

Monitors overdue materials and sends out fine and fee notices as required. Maintains fine records and collects and deposits fines. Places holds and recalls for library materials as necessary.

Coordinates and presents Circulation cross-training sessions to other library department permanent and student staff.

Attends library department supervisors' meetings to coordinate with other department supervisors.

Assists Head of Public Services and Law Librarian in formulating and disseminating Circulation policies.

Maintains statistics for Circulation and Reserves and assists Head of Public Services in creating statistical reports.

POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION:

Supervises the daily operation of the Circulation Department and assists the Head of Public Services and Law Librarian in planning for the overall operation of the Department. Exercises discretionary judgment and responsibility in directing the activities of the Department.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: One full-time and 3 part-time library technical assistants, numerous regular and work study student employees (working a combined 70 student hours per week).

DUTIES: Hires, trains, supervises, evaluates and terminates (if necessary) library technical assistant staff and regular and work study student assistants working in the Circulation Department, with input and guidance from Head of Public Services and Law Librarian.

Schedules desk coverage of the Circulation Desk for 103 hours weekly. Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.

Monitors overdue materials and sends out fine and fee notices as required. Maintains fine records and collects and deposits fines. Places holds and recalls for library materials as necessary.

Coordinates and presents Circulation cross-training sessions to other library department permanent and student staffs.

Attends library department supervisors' meetings to coordinate with other department supervisors.

Assists Head of Public Services and Law Librarian in formulating and disseminating Circulation policies.

Maintains statistics for Circulation and Reserves and assists Head of Public Services in creating statistical reports.

Oversees the processing of electronic and print reserve materials and the organization of the reserves collections.

Maintains and processes GIL EXPRESS requests.

Oversees the processing of and maintains paperwork for ILL requests for Atlanta area law firms.

Maintains and updates Circulation and Reserves manuals.

Liaisons with the main campus library regarding Circulation system problems, patron record concerns, and policy issues.

Communicates with Copy Center personnel regarding refund concerns, supplies, and photocopier maintenance problems.

Maintains Law Library staff petty cash account.

Maintains Law Library study rooms and serves as the arbiter of study room disputes.

Designs and orchestrates library exhibits and faculty publications display.

Maintains audio collection and equipment and assists patrons in their use.

Attends relevant conferences, seminars, workshops.

Reserves the conference rooms & Study Rooms for meetings, conferences, etc.

Proctors final examinations for Law Faculty.

Performs other duties as assigned.

QUALIFICATIONS:

Bachelor's degree and one year supervisory experience, or a high school diploma or GED and five years administrative experience, including three years of supervisory experience, or combination of equivalent training and experience. Supervisory experience preferred but library experience demonstrating a pattern of progressive responsibility may substitute. Skill and ability to supervise staff are essential.

Strong computer skills are essential. Skill or ability to learn new computer applications associated with circulation procedures.

POSITION DESCRIPTION

TITLE:

Ability to track and calculate statistical information.

DEPARTMENT:

Ability to exercise considerable independent judgment and responsibility in the performance of duties.

PURPOSE AND SCOPE:

Electronic Reserve
at the Circulation

Ability to communicate effectively both orally and in writing is essential. Must have exceptional organizational skills as well.

RESPONSIBLE TO:

Must be able to work some early weekday mornings and some weekends as scheduling requires.

SUPERVISES:

DUTIES:

Oversee Reserve Collection

Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

Maintain Reserve audio/video collection and equipment and assist patrons with their use

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls, direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

Rev. 3/01/04

POSITION DESCRIPTION

TITLE: Library Assistant II (.5 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES: Oversee Reserve Collection

Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

Maintain Reserve audio/video collection and equipment and assist patrons with their use

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

POSITION DESCRIPTION

TITLE: Supervises & trains library assistants

DEPARTMENT: Copy/obtain materials for Faculty

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES: Oversees Reserve Collection

Revised 08/21/02

Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

Maintain Reserve audio/video collection and equipment and assist patrons with their use

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

POSITION DESCRIPTION

TITLE: Library Technical Assistant (.5 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk. Oversee the processing of Interlibrary Loans.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES: Oversee Reserve Collection

Revised 08/21/02
Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

Maintain Reserve audio/video collection and equipment and assist patrons with their use

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

POSITION DESCRIPTION

TITLE: Supervises & trains library assistants

DEPARTMENT: Process Interlibrary loans

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

DUTIES: Check material in and out

Provide service for the Reserve Collection

Revised 08/21/02 Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Some college course-work, computer experience preferred. Must be able to work without supervision.

Revised 08/19/02

POSITION DESCRIPTION

TITLE: Library Technical Assistant (.75 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Circulation Desk.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student workers in absence of Circulation Supervisor.

DUTIES: Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Some college course-work, computer experience preferred. Must be able to work without supervision.

Revised 08/19/02

POSITION DESCRIPTION

TITLE: Library Technical Assistant (1.0 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk. Oversee Reserve Materials/place on Reserve.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES: Oversee Reserve Collection

Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

Maintain Reserve audio/video collection and equipment and assist patrons with their use

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

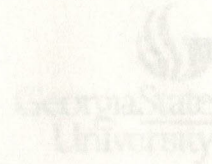
Supervises & trains library assistants

Process Interlibrary loans

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

Revised 08/21/02

Electronic Services



TITLE: Electronic Services Librarian / Non-Tenure Track Faculty

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for managing computer technologies employed in the Law Library.

RESPONSIBLE TO: Law Librarian

SUPERVISES: PC Systems Specialist – Associate, PC Systems Specialist - Assistant (.5 FTE) & Student Computer Lab Graduate Research Assistant.

DUTIES:

- Understands the practical application of creating, accessing, and managing information including databases, integrated library systems, client-server applications, hardware, software, networks, and electronic information resources.
- Evaluates the need for new and evolving technology in the law library and implements required changes.
- Assists and educates clients and colleagues in the use of law library information systems. Providing students faculty and librarians training on reference and research technologies.
- Resolves library hardware, software, local area network, website and internet connectivity problems.
- Develops, creates, and maintains the law library web site.
- Administers the library automation system.
- Manages computer lab operations, including establishing policies and procedures.
- Supervises Law Library Electronic Services staff, including hiring, scheduling, training, evaluating, and terminating personnel.
- Serves as principle contact for Westlaw and LexisNexis on behalf of the College of Law, coordinating Westlaw and LexisNexis training for law faculty and students.
- Coordinates law library electronic services with law school computing staff.
- Provides reference services to law students, faculty, attorneys, and other library patrons.
- Leads library tours and conducts library orientation sessions on library technologies.

QUALIFICATIONS:MLC: two years law library experience or JD. Experienced with personal computers, internet, and legal databases. Excellent interpersonal and communication skills. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion. Supervisory experience preferred.
Last updated: Wednesday, October 17, 2001

TITLE: Electronic Services Librarian / Non-Tenure Track Faculty

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for managing computer technologies employed in the Law Library.

RESPONSIBLE TO: Law Librarian

SUPERVISES: PC Systems Specialist – Associate, PC Systems Specialist - Assistant (.5 FTE) & Student Computer Lab Graduate Research Assistant.

DUTIES:

- Understands the practical application of creating, accessing, and managing information including databases, integrated library systems, client-server applications, hardware, software, networks, and electronic information resources.
- Evaluates the need for new and evolving technology in the law library and implements required changes.
- Assists and educates clients and colleagues in the use of law library information systems. Providing students faculty and librarians training on reference and research technologies.
- Resolves library hardware, software, local area network, website and Internet connectivity problems.
- Develops, creates, and maintains the law library web site.
- Administers the library automation system.
- Manages computer lab operations, including establishing policies and procedures.
- Supervises Law Library Electronic Services staff, including hiring, scheduling, training, evaluating, and terminating personnel.
- Serves as principle contact for Westlaw and LexisNexis on behalf of the College of Law; coordinating Westlaw and LexisNexis training for law faculty and students.
- Coordinates law library electronic services with law school computing staff.
- Provides reference services to law students, faculty, attorneys, and other library patrons.
- Leads library tours and conducts library orientation sessions on library technologies.

QUALIFICATIONS:MLS; two years law library experience or JD. Experienced with personal computers, Internet, and legal databases. Excellent interpersonal and communication skills. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion. Supervisory experience preferred.
Last updated: Wednesday, October 17, 2001

Law Library Electronic Services

Student Computing – Web Services – Library Automation – Research & Reference Technology



TITLE: PC Systems Specialist – Intermediate

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for supporting computer technologies employed in the Law Library including the support of the Law Library Student Computer Lab.

RESPONSIBLE TO: Electronic Services Librarian

DUTIES:

- Provides support services for students using the Law Library Student Computer Lab.
- Provides support services for students using the Law Library network access points (networked study-carrels, study-rooms, and Law Library conference room).
- Provides support services for librarians, and library staff.
- Provides support services for patrons using the Law Library Media Center and Public Computing Alcove.
- Monitors and maintains the equipment in the Law Library Student Computer Lab and Public Computing Alcove: installing equipment and software as required.
- Monitors and maintains connectivity of Law Library network access points.
- Provides instruction on activities such as scanning, online research, university computing and common applications.
- Monitors supply and equipment inventory.
- Performs related work as required.

QUALIFICATIONS: High school graduate; knowledge of principles, uses, and products of microcomputer systems, including application packages, operating systems, communication network capabilities, and equipment. Good computer and customer service skills are needed. May involve evening and weekend hours.

Last updated: Wednesday, October 22, 2001

Law Library Electronic Services

Student Computing – Web Services – Library Automation – Research & Reference Technology



TITLE: PC Systems Specialist - Assistant (.5 FTE)

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for supporting computer technologies employed in the Law Library including the support of the Law Library Student Computer Lab.

RESPONSIBLE TO: Electronic Services Librarian

DUTIES:

- Provides support services for students using the Law Library Student Computer Lab.
- Provides support services for students using the Law Library network access points (networked study-carrels, study-rooms, and Law Library conference room).
- Provides support services for librarians, and library staff.
- Provides support services for patrons using the Law Library Media Center and Public Computing Alcove.
- Monitors and maintains the equipment in the Law Library Student Computer Lab and Public Computing Alcove: installing equipment and software as required by higher-level specialist.
- Monitors and maintains connectivity of Law Library network access points.
- Provides instructional materials: developing the Law Library Electronic Services web content and Law Library Student Computer Lab Info-Series documentation.
- Monitors supply and equipment inventory.
- Refers complex questions to higher-level specialist.
- Performs related work as required.

QUALIFICATIONS: High school graduate; knowledge of principles, uses, and products of microcomputer systems, including application packages, operating systems, communication network capabilities, and equipment. Good computer and customer service skills are needed. May involve evening and weekend hours.

Last updated: Wednesday, October 22, 2001

POSITION DESCRIPTION

TITLE: Catalog Librarian
Technical Services

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To create original catalog records for all formats and to maintain the integrity of the online catalog database; to monitor emerging national and international standards and practices; to establish and document cataloging policies and procedures; to serve as a resource person for staff concerning cataloging, database maintenance and work flow issues; to oversee routine projects such as withdrawals and transfers; and to evaluate the effectiveness and efficiency of the workflow of the cataloging unit.

RESPONSIBLE TO: Law Librarian

DUTIES:

- Create original cataloging records
- Perform complex copy cataloging, including materials in microform and audio-visual formats
- Provide guidance and direction to copy cataloger;
- Oversee cataloging of library materials
- Monitor quality of all bibliographical and holdings records in Voyager
- Perform catalog maintenance on the online catalog
- Act as liaison with SOLINET/OCLC, and other vendors as needed regarding products and services; and with University Library and other GSU departments as appropriate
- Coordinate workflow of catalog unit.
- Coordinate with acquisition and public service librarians for library-wide projects
- Plan and design space and equipment requirements for catalog unit
- Staff reference desk as needed
- Perform other duties as assigned

POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To create original catalog records for all formats and to maintain the integrity of the online catalog database; to monitor emerging national and international standards and practices; to establish and document cataloging policies and procedures; to serve as a resource person for staff concerning cataloging, database maintenance and work flow issues; to oversee routine projects such as withdrawals and transfers; and to evaluate the effectiveness and efficiency of the workflow of the cataloging unit

RESPONSIBLE TO: Law Librarian

DUTIES: Create original cataloging records

Perform complex copy cataloging, including materials in microform and audio-visual formats

Provide guidance and direction to copy cataloger;

Oversee cataloging of library materials

Monitor quality of all bibliographical and holdings records in Voyager

Perform catalog maintenance on the online catalog

Act as liaison with SOLINET/OCLC, and other vendors as needed regarding products and services; and with University Library and other GSU departments as appropriate

Coordinate workflow of catalog unit

Coordinate with acquisition and public service librarians for library-wide projects

Plan and design space and equipment requirements for catalog unit

Staff reference desk as needed

Perform other duties as assigned

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

Revised 07/20/04

POSITION DESCRIPTION

TITLE: Library Associate II

DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION: To copy catalog English-language library materials using OCLC records supplied by the Library of Congress according to the Anglo-American cataloging Rules. Exercises discretionary judgment and considerable responsibility in performance of duties.

RESPONSIBLE TO: Cataloging Librarian

SUPERVISES: Supervises Library Interns and one student assistant

DUTIES: Performs copy cataloging of new library monographic materials by searching, inputting, and editing bibliographic records using OCLC and Voyager;

Adds holdings information for added volumes and copies for the existing titles in the library collection;

Links bibliographic records for new materials with item records in Voyager system; creating and maintaining item records;

Assigns periodical call numbers;

Changes holdings locations and withdraws library superseded volumes;

Participates in discussions of procedures requiring the cooperation of two or more units within the Technical Services area;

Keeps appropriate statistics;

Proctors Final Exams for Law Faculty;

Supervises library interns in catalog department;

Supervises student assistant in processing;

Performs other duties as assigned.

POSITION DESCRIPTION

QUALIFICATIONS: Bachelors degree. Five years experience in a library with evidence of progressive responsibility. Superior attention to detail, interpretive and problem solving skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. Good oral and written communications skills. Significant cataloging experience, including knowledge of AACR2r, LC classification and subject headings, and MARC format. Knowledge of OCLC commands and practice.

Revised 07/20/04 Law Librarian

SUPERVISES: Administrative Specialist (Administrative Acquisitions and Accounting); Library Associate I (Serials/Government Documents); Library Technical Assistant (Periodicals/Bindery)

DUTIES: Oversees all acquisitions activities, including pre-order searching, vendor selection, order placement, invoice processing and fund accounting.

Oversees all serials control activities, including check-in, routing, claiming, binding and processing of depository government documents.

Maintains and ensures integrity of acquisitions module of the Enduser Voyager online system.

Works with Catalog Librarian to select special cataloging projects and upgrade technology in the department.

Hires, trains, supervises, evaluates, disciplines and terminates staff. Monitors workflow and production. Handles other personnel matters.

Resolves problems concerning acquisitions and serials control. Acts as liaison with the University Accounts Payable dept., other library staff, and vendors concerning matters within the scope of the position.

Monitors library materials budget, prepares appropriate reports and keeps statistics.

Oversees receipt of gift materials.

Plans and designs space and equipment requirements for Technical Services Dept.

Performs other duties as assigned.

POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To oversee operations of the Technical Services Department, including acquisitions, serials control, and bindery. Work with Catalog Librarian on coordinating cataloging projects and functions.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Specialist (Administrative Acquisitions and Accounting), Library Associate I (Serials/Government Documents); Library Technical Assistant (Periodicals/Bindery)

DUTIES:

- Oversees all acquisitions activities, including pre-order searching, vendor selection, order placement, invoice processing and fund accounting.
- Oversees all serials control activities, including check-in, routing, claiming, binding and processing of depository government documents.
- Maintains and ensures integrity of acquisitions module of the Endeavor Voyager online system..
- Works with Catalog Librarian to select special cataloging projects and upgrade technology in the department.
- Hires, trains, supervises, evaluates, disciplines and terminates staff. Monitors workflow and production. Handles other personnel matters.
- Resolves problems concerning acquisitions and serials control. Acts as liaison with the University Accounts Payable dept., other library staff, and vendors concerning matters within the scope of the position.
- Monitors library materials budget, prepares appropriate reports and keeps statistics.
- Oversees receipt of gift materials.
- Plans and designs space and equipment requirements for Technical Services Dept.
- Performs other duties as assigned.

POSITION DESCRIPTION

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication and professional service that would lead to promotion. Law library experience or familiarity with legal materials preferred.

Rev. 07/08/04

Perform ordering, receiving, claiming and accounting functions related to library materials acquisition. Contact vendors to resolve payment and delivery problems. Act as principal liaison between GSU Accounts Payable Dept., Budget & Planning, Purchasing, Law School Administrative Officer and Law Library. Track spending in Acquisitions budgets.

Head of Technical Services

Order and receive all library materials online using the library automated system, Voyager and the web. Prepare rush orders for faculty. Download full bibliographic records from OCLC and import records to Voyager for those items when they are ordered. Maintain file of all ordered items. Pay all invoices online in Voyager library automated system. Prepare payment vouchers in university Spectrum financial system and send to Disbursements dept. for payment. Maintain internal accounting records on spreadsheets, and invoice files. Monitor and create reports from automated University accounting system, Spectrum, to ensure proper payment of invoices, and to rectify payment problems. Prepare financial reconciliation reports for auditors. Resolve acquisitions claims for material not received. Process material for return to vendor when necessary. Arrange for binding of faculty publications and theses of German exchange students. Open and sort mail. Proctor exams in the College of Law each semester. Semi-annual shelf reading. Other duties as assigned.

Bachelor's degree and four years progressively responsible library experience, including two years in acquisitions, accounting and binding. One year accounting/bookkeeping experience. Interpretive and problem solving skills preferred. Accuracy and attention to detail vital.

POSITION DESCRIPTION

TITLE: Administrative Specialist - Administrative Acquisitions and Accounting

WAGE STATUS: Exempt

DEPARTMENT: Technical Services

PURPOSE/SCOPE: Perform ordering, receiving, claiming and accounting functions related to library materials acquisition. Contact vendors to resolve payment and delivery problems. Act as principal liaison between GSU Accounts Payable Dept., Budget & Planning, Purchasing, Law School Administrative Officer and Law Library. Track spending in Acquisitions budgets.

SUPERVISOR: Head of Technical Services

DUTIES: Order and receive all library materials online using the library automated system, Voyager and the web. Prepare rush orders for faculty. Download full bibliographic records from OCLC and import records to Voyager for these items when they are ordered. Maintain file of all ordered items. Pay all invoices online in Voyager library automated system. Prepare payment vouchers in university Spectrum financial system and send to Disbursements dept. for payment. Maintain internal accounting records on spreadsheets, and invoice files. Monitor and create reports from automated University accounting system, Spectrum, to ensure proper payment of invoices, and to rectify payment problems. Prepare financial reconciliation reports for auditors. Resolve acquisitions claims for material not received.. Process material for return to vendor when necessary. Arrange for binding of faculty publications and theses of German exchange students. Open and sort mail. Proctor exams in the College of Law each semester. Semi-annual shelf reading. Other duties as assigned.

QUALIFICATIONS: Bachelor's degree and four years progressively responsible library experience, including two years in acquisitions, accounting and binding. One year accounting/bookkeeping experience. Interpretive and problem solving skills preferred. Accuracy and attention to detail vital.

POSITION DESCRIPTION

TITLE: Library Associate I

WAGE STATUS: Exempt

DEPARTMENT: Acquisitions/Serials/Government Documents

PURPOSE/SCOPE: To accomplish functions related to the maintenance and control of the serials collection, including subscriptions and standing orders. Maintain library routing list. Process, claim and file depository government documents. Contact vendors concerning non-receipt or other problems with serials. Maintains statistics for microfiche and depository government documents. Exercises some independent judgment in the performance of routine tasks.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Check in, receipt and claiming of all serial titles, including journals, microforms, continuations and standing orders online using Voyager library automated system. Create, maintain and edit new and existing online serial records. Process claims list of missing serials items and resolve subscription problems with vendors as needed. Maintain and update routing list. Return serial items not needed by library to vendors. Check in, file, claim and shelve depository microfiche and some paper government documents. Keep statistics for microfiche and depository government document collections. Report any problems or changes to Government Documents Librarian. Sort mail. Proctor exams in the College of Law each semester. Other duties as assigned.

QUALIFICATIONS: High school graduate or equivalent; strong organizational skills; accuracy and attention to detail critical; 35 WPM typing. Some college course work, some library experience, interpretive and problem solving skills preferred.

POSITION DESCRIPTION

TITLE: Library Technical Assistant- Bindery/Serials Control

WAGE STATUS: Non-exempt

DEPARTMENT: Technical Services- Acquisitions/Serials

PURPOSE/SCOPE: Identify and prepare periodical and monograph items to be sent to the bindery, using the online bindery database. Identify and order missing issues for binding. Check-in and claim all items that are bound.

SUPERVISOR: Acquisitions Librarian

DUTIES: Identify items in need of binding. Pull these items from book stacks. Enter binding data in ABLE binding database. Update item status for items at the bindery in Voyager online system. Print out binding slips and report of items to be sent to bindery each month. Check report against items to be sent to bindery, attach bindery slips to volumes, pack bindery boxes for shipment. Identify and obtain any missing issues needed for binding. Open and check shipments returned from the bindery. Delete item records for individual issues from Voyager database. Create item records for bound volumes . Give bound volumes to Cataloging for final processing. Perform serials check-in of journals ,BNA Reporters, and other items that are bound. Claim missing issues. Enter serial update information from Hein in Voyager check-in records. Semi-annual shelf reading. Other duties as assigned.

QUALIFICATIONS: High School diploma or GED and 3 years of library, customer service or office experience and proficiency in either Microsoft Word or WordPerfect required. Library experience, knowledge of legal serials, online automated library systems and binding operations preferred. Attention to detail is critical.